



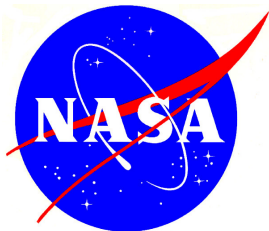
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*Integrated Financial Management Program*

*Core Financial*

*Course Name: Requisitions*

*Job Aid*





### New SAP Terminology:

<b>SAP</b>	<b>NASA</b>
Purchasing Organization	Procurement Office
Plant	Center
Storage Location	Centers and Component Facilities
Purchasing Group	Buyers
Contract – Outline Agreement	ID/IQ, BOA, BPA
Purchase Order	Any award document with obligation
RFQ	Any type of solicitation

### Useful Transaction Codes:

<b>Transaction Code</b>	<b>Activity</b>
ME2L ME2N ME2C ME80FN ZMM_PUR_AWARD	Perform Market Research
MKVZ	Evaluate Acquisition Alternatives
ZNASANR	Inquiry of Availability of Funds – Non Reimbursable Funds
ZNASAR	Inquiry of Availability of Funds – Reimbursable Funds
ME51N	Create Purchase Requisition
ME52N	Change/Cancel Purchase Requisition
ME53N	Display Purchase Requisition
SBWP	Obtain Approvals (PR Release)
ME54	Individual Release
ME55	Collective Release
ZMM_PR	Print Purchase Requisition